

Shut Down

Windows XP

Even though they are not visible, every time you boot up your computer there are many small programs (called procedures) which run in the background, and tell your computer how to function. Shutting down your computer incorrectly (turning off the power) will cause these procedures to end pre-maturely, before they have correctly saved their current settings. While this may not always cause a noticeable problem, there is a possibility that it may not boot up correctly the next time. To insure this does not happen, follow the "normal" steps when shutting your computer down.

If, on the other hand, a software program encounters a problem, it may stop responding and cause your computer to "freeze up". You may then find it necessary to use the Windows Task Manager to do an "emergency" shut down, of either the program or the entire computer.

"Normal" shut down procedures

- 1 On the Desktop, click the **Start** button

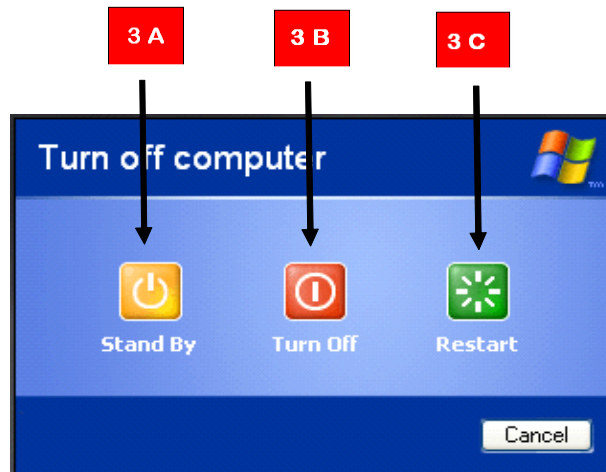


2 Click on Turn Off Computer



3 Click on the appropriate button for the desired shutdown:

- 3A Stand By** - This shutdown procedure is used for "Laptops" and puts the computer into a "sleep" mode (to conserve battery power) without actually turning it off.
- 3B Turn Off** - This shutdown procedure closes all of the internal procedures and then shuts off the power to the computer
- 3C Restart** - This shutdown procedure closes all of the internal procedures and then "restarts" (reboots) the computer.



"Emergency" Shut Down with Windows Task Manager

- 1 On the keyboard, "simultaneously" press the Control (Ctrl), Alternate (Alt), and Delete (Del) keys



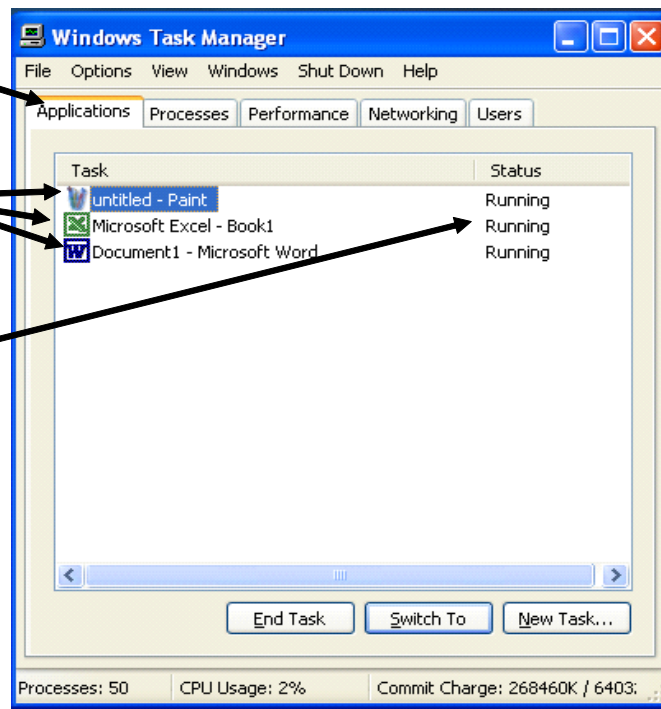
This will launch the **Windows Task Manager** program.

There are 5 "Tabs" across the top of the Task Manager window.

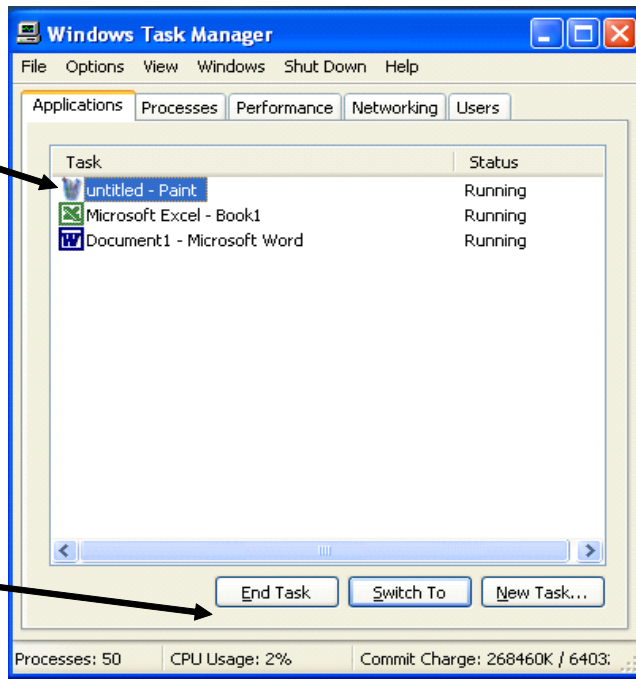
- 2 Select the **Applications** Tab

Any software applications (programs) that are running will be listed here....

the "Status" indicates if the application is "Running" ok, or if it is "Not Responding"



3 If the Status of an application is "Not Responding", highlight the non-responding program by clicking on it...

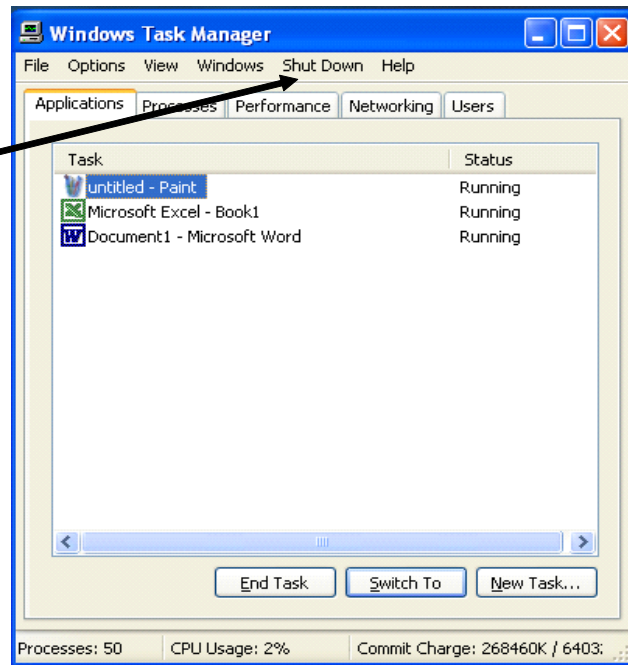


4 Click End Task

This will "close" the non-responding program, and will probably "un-freeze" the computer.

If this does not "un-freeze" the computer, you can reboot it from this window. To **Shut Down** or **Reboot**

5 Click Shut Down



6 Select either **Turn Off**
or **Restart**

